

Recruiting and managing volunteers

Section checklist

- ☐ Seek volunteers from among your school's staff as well as admissions or academic advising staff from any local postsecondary institutions.
- ☐ Seek volunteers from among student leadership.
- ☐ Notify volunteers if school policy requires background checks.
- ☐ Communicate with your volunteers early and often. Be sure your volunteers know well in advance their assignments and event(s) schedule.
- ☐ Communicate any training opportunities to your volunteers. The Missouri Department of Higher Education will communicate training opportunities to site coordinators.

Recruiting volunteers

It is recommended you have one volunteer for every four to five computer stations during the designated time(s) for completing and submitting admissions applications.

Consider using seniors who have already completed college admissions applications to volunteer to help their peers who have not yet gone through the college admissions process. Additionally, student ambassadors from any grade level can help distribute materials, decorate the school, and promote Apply Missouri activities — especially by working with local media as well as liking and sharing Apply Missouri Facebook posts or by re-tweeting Twitter messages. Identify students from each grade who would like to bring some ideas of their own. Ask students from each grade level to share and implement ideas and post and distribute materials.

Community groups that may be helpful as volunteers include:

- PTA/PTO members
- Retired persons with teaching, counseling or postsecondary administration experience
- Boys and Girls Clubs
- Staff from any local postsecondary institutions, such as admissions counselors or academic advisors
- Local elected officials, such as school board or city council members
- Local business leaders and extension services
- Staff at college access organizations or with non-profit social services groups
- Parents
- School alumni

As you recruit volunteers, be sure everyone involved with Apply Missouri activities understands the program is NOT a recruitment opportunity for individual colleges and postsecondary institutions. Volunteers from local colleges and universities are welcome, but they do need to be aware they may be helping students apply to any of the thousands of postsecondary schools nationwide. Additionally, volunteers may wear a specific college's T-shirt, such as one from their alma mater, but they should refrain from promoting that school.

Many school districts require background checks before a person may participate in a school day event. You may need to distribute your school's policy to potential external volunteers. You may also need to supply a list of volunteers to your school's administration.

Communicating with volunteers

You should contact volunteers regularly. Make sure each volunteer knows what his or her assignment is, when and where he or she should report, any specifics about parking or school procedures, what the appropriate or recommended attire is, and any contingency plans in case of inclement weather or an emergency.

Provide volunteers with information and links to help them prepare for your Apply Missouri event. For instance, you may want to provide samples of the student preparation materials you use, such as the [“college fit” worksheet](#) or [“student admissions application” worksheet](#). You may also want to distribute the [Apply Missouri FAQs](#).

After your Apply Missouri activities are over, be sure to thank your volunteers by sending them a [certificate of appreciation](#) or thank-you note.

Musdaf A.

Major: Health
information technology
Crowder College

Stephanie S.M.

Major: Political communication
Evangel University

Dalton C.

Major: Biology
Metropolitan Community
College–Maple Woods



College fit worksheet

	School 1	School 2	School 3	School 4
School name:				
School code: For use on the FAFSA				
Driving distance from home:				
Missouri school or out of state?				
Annual number of students enrolled:				
Cost per credit hour:				
School scholarships and institutional aid?				
Degrees offered? (e.g., bachelor's, associate)				
Programs and majors I am interested in:				
Does the school offer any of the following services?				
Free tutoring services?				
Summer orientation or college preparation programs?				
Emergency funds?				
On-campus health services?				
Housing during holidays?				
Multi-cultural student clubs?				
Other:				
Other:				
Application, financial aid, and housing tracking information				
Deadline for application:				
Cost to apply:				
SAT or ACT required?				
Essay or personal statement required to apply?				
Recommendation letter required?				
Date applied:				
Date accepted:				
Date housing secured:				
Date FAFSA submitted:				
Deadline for scholarship or institutional financial assistance:				

Student admissions application worksheet

Full legal name:	Social Security number:
Citizenship status: (If not a citizen, record USCIS number)	
State residency information:	<p>Residency is determined by the Missouri public institution to which the student is applying. Student residency requirements are covered in Missouri's code of State Regulations at http://www.sos.mo.gov/adrules/csr/current/6csr/6csr.asp</p> <p>Resident status factors may include:</p> <ul style="list-style-type: none"> • Residing in the state for more than 12 months with the intent to make Missouri a permanent home • Military service • Automobile registration • Income or property taxes • Etc.
ACT test information Date of exam: Scores:	SAT test information Date of exam: Scores:
GPA:	Class rank:
Method of handling admission fees:	
<input type="checkbox"/> Fee waivers requested and approved? <input type="checkbox"/> Credit card: _____ Exp date: _____ CVV: _____ <input type="checkbox"/> Applying to schools that do not charge admissions application fees	
Application essay:	
<input type="checkbox"/> Essay complete? <input type="checkbox"/> Does it promote you? <input type="checkbox"/> Is it well written?	
Extracurricular activities:	Work experience:
Reference 1: teacher, coach, counselor, employer, etc.	Reference 2: teacher, coach, counselor, employer, etc.

Apply Missouri FAQs

What type of organization can be a site for the Apply Missouri program? Because Apply Missouri activities largely take place during the school day, sites must be high schools. Additionally, Apply Missouri does take a significant amount of effort. Therefore, it is important the school has demonstrated commitment to preparing students for postsecondary education. A participating high school may choose to select an internal person, such as a guidance counselor, to serve as its site coordinator, or may work with a college access organization serving as the site coordinator. Missouri has many college access organizations such as Missouri College Advising Corps, College Summit, College Bound of St. Louis, PrepKC and more. Many of these organizations work directly within high schools to help students prepare for college, and Apply Missouri can be an ideal program to help strengthen those existing efforts.

What does it mean to be a “sponsored” site, and what are the criteria? The Apply Missouri program may be implemented at any Missouri high school by using this guidebook, the templates and forms available on dhe.mo.gov and by registering to be a site. The Missouri Department of Higher Education offers some additional support in the form of promotional items and supplies to “sponsored” schools — or those with high populations of target audience students. The Apply Missouri registration form (<http://surveys.mo.gov/index.php/679716/lang-en>) requests information necessary to determine whether a school will be sponsored, such as the percentage of students receiving free or reduced lunch prices.

What types of students does Apply Missouri target? The program is mainly focused on helping high school seniors who would be the first in their families to attend college. These students are often referred to as “first generation” students. The Apply Missouri program also seeks to help low-income students. However, it is important to remember that Apply Missouri activities

are intended for ALL high school seniors, and the Apply Missouri ideal is to have 100 percent of all participating high schools’ seniors take part in at least one Apply Missouri activity.

Should I require students to sign up for specific Apply Missouri activities beforehand? The national College Application Campaign, of which Apply Missouri is part, strongly discourages requiring students to sign up for specific activities beforehand. This practice is likely to discourage or prevent target audiences from participating.

Can volunteers promote their colleges, organizations or businesses? As you recruit volunteers, be sure everyone involved with Apply Missouri activities understands the program is NOT a recruitment opportunity for individual colleges and postsecondary institutions. Volunteers from local colleges and universities are welcome and can serve as experts regarding college admission processes — but they do need to be aware that they will be helping students to apply to any of the thousands of postsecondary schools nationwide. Volunteers may wear a specific college’s T-shirt, such as one from their alma mater, but they should refrain from promoting that school.

Some Apply Missouri activities, such as showing the film *First Generation*, may cost the hosting school. Can those costs be passed along to students? For instance, could my school charge each student a dollar or two to attend the film screening? No. However, site coordinators may solicit local businesses to sponsor their Apply Missouri activities by paying for a screening of *First Generation*, donating prizes to be used in drawings or contests, providing refreshments during some Apply Missouri activities, and more.



Apply Missouri

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